



2012-2013 HUMAN SERVICES GRANT APPLICATION INSTRUCTION MANUAL

GRANT RELEASE DATE: DECEMBER 30, 2011
TECHNICAL ASSISTANCE: JANUARY 16 – FEBRUARY 3, 2012
DUE DATE: FEBRUARY 24, 2012 AT 3:00 PM

LOCATION: OFFICE OF GRANTS AND COMMUNITY
PARTNERSHIPS
137 PEACHTREE STREET, SW, SUITE 100
ATLANTA, GEORGIA 30303
404-613-7944
WWW.FULTONHUMANSERVICES.ORG

The official process for completing a Housing and Human Services Department Grant Application is through the use of an on-line application. This application instruction manual is to be used *only as a reference guide* when completing the on-line application.

Fulton County Housing and Human Services Department

Human Services Grant

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Fulton County Housing and Human Services Grant Programs

Fulton County Government assures the provision of quality human services to all citizens of Fulton County. This includes citizens who are residents of municipalities within the county.

This remarkable task is accomplished in large part by contractual arrangements with nonprofit agencies. The nonprofit community is a vast network of agencies that deliver a continuum of services to general and special populations. Nonprofit organizations play a pivotal role in service delivery because they are generally community based, community focused entities. Fulton County relies heavily on the nonprofit community to bridge the gaps in the Fulton County human services delivery system.

In that regard, Fulton County seeks to create new partnerships as well as nurture the partnerships we have historically maintained with the nonprofit community through our grant programs.

The Housing & Human Services Department Grant Programs are annual, competitive processes in which applications for funding are received and reviewed for eligibility. Applications are then recommended for funding based on prioritization of needs in the community and pre-established grant budgets. The intent of the Housing and Human Services Department is to fund all eligible, quality, community-based applicants who address the needs of the community; however, there is no guarantee of funding (whether or not an applicant has received funding in the past).

The Fulton County Board of Commission then executes legal contracts between Fulton County and nonprofit agencies selected through the Housing and Human Services Department Grant Programs application and review process. The grant programs are currently administered by the Housing and Human Services Department (HSD), Office of Grants and Community Partnerships.

This is the application instruction manual for the 2012-2013 Human Services Grant. **The official process for completing a Housing and Human Services Department Grant Application is through the use of an on-line application.** This application instruction manual is to be used *only as a reference guide* when completing the on-line application.

Application Definitions:

Term	Definition
Administrative Expenses	Grant funds that are spent on executive / management staff salaries; support administrative staff salaries; salary fringe and benefits; etc.
Applicant Agency	The nonprofit organization requesting grant funds.
Basic Standards for Non-Profit Organizations	Basic Standards for Non-Profit Organizations is a quality measurement tool adapted from the Quality Enhancement Standards Assessment Tool (GA Coalition to End Homelessness) and developed by the Housing and Human Services Department that identifies the minimum requirements that all grant funded agencies must meet in order to receive Basic Standards certification. The Basic Standards tool covers the areas of administration, fiscal management, food service, medical, personnel, safety and environment, and program operations/procedures.
BOC	Fulton County Board of Commissioners
CAB	Community Advisory Board is responsible for external review of F.R.E.S.H. applications.
Capacity Building	Efforts by agency to train, certify, enhance and build upon agency's ability to improve operations and services.
Direct Service Expenditures	Grant funds utilized to provide services directly to agency / program participants such as payments made on behalf of participants for rent, utilities, food, shelter, transportation; scholarships and day care vouchers; salaries for direct service personnel (Case Managers, Educators, etc.); supplies directly consumed by participants; etc.
F.R.E.S.H. Grant	The F.R.E.S.H. (Fulton Roundtable Expanded Services Headquarters) Grant program was created and supported by the Fulton County Board of Commissioners in 1995 to expand and/or enhance existing youth related programs and services.
Funding Objective	The desired outcome for each Human Services Grant funding area.
Funding Priorities	Specific needs throughout Fulton County will be given priority consideration for funding.
HSCC	Human Services Coordinating Committee is responsible for the external review of Human Services Grant applications.
HHSD	Housing and Human Services Department
In-Kind Services	Goods or services of value provided to an agency without direct cash expense incurred by the agency.
Inputs	Inputs include resources dedicated to or consumed by the program. Examples are money, staff and staff time, volunteers and volunteer time, facilities, equipment and supplies.
Leverage	The power or ability to act or to influence people, events, decisions, etc.
Major Source of Funding	The primary source of funding used to operate the agency.
New Agency	Agencies that did not receive funding from the Housing and Human Services Department Grant Programs in 2011-2012. Note: Agencies that have a current/valid Fulton County Basic Standards Certificate ARE NOT considered new agencies, these agencies are considered returning agencies.

Application Definitions (continued)

Term	Definition
Non Profit Agency	An organization that does not operate for profit and has a 501 (c) 3 tax designation from the U.S. Internal Revenue Service.
Operational Expenditures	Grant funds used to conduct agency / organizational functions that are secondary to program service delivery such as office / warehouse lease or mortgage expenses; supplies; utility expenses; transportation expenses; etc.
Performance Measures (Outcomes)	<p>Outcomes are benefits or changes for individuals or populations during or after participating in the program activities. Outcomes may relate to behavior, skills, knowledge, attitudes, values, condition, or other attributes. They are what the participants know, think, or can do; their behavior or condition following the program. In simpler terms, outcomes are: the results, aftermath, consequence, effect, conclusion, product, payoff, finale, imprint, culmination, after effect, reward, vantage, perks, out growth, impact, impression, etc.</p> <p>Impact Performance Measures include changes in behavior, skills, knowledge, functioning, circumstance or other aspects of change experienced by participants that can be attributed to the program.</p> <p>Influence Performance Measures include any ideas adopted by other organizations, changes in the community environments, institutions, systems, programs and policies that impact members of the target populations as a result of advocacy, use or promotion of evidence-based practices, policies or procedures.</p> <p>Leverage Performance Measures include any additional program funding that is attracted by Fulton County Housing and Human Services Department Grant funds. In addition to actual grant dollars, in-kind donations and volunteer hours may be included.</p>
Performance Measures Themes	Indicators used to measure program performance.
Population Result	A population condition of well-being for children, adults, families stated clearly in plain language.
Program	Any specific component or set of services being provided through the grant funds.
Returning Agency	Agencies that received funding from the Housing and Human Services Department Grant Programs in 2011-2012. Agencies that did not receive funding during the 2011-2012 grant cycle, but have a current/valid Fulton County Basic Standards Certificate are also considered returning agencies.
Scope of Duties	The exact manner in which grant funds will be used.
Subcontract	A contract by which one agrees to render services or to provide materials necessary for the performance of another contract.
Target Area / Fulton County District	Geographic area / Commission District in which the agency will deliver services.
Target Population	A specific sector of people the agency intends to serve. The description of the target population should include the geographical area (state, city, county, neighborhood, etc.) covered by the people designed for the program, as well as the age group and gender.

Grant Timeline for Submission and Awards

Date	Action
December 30, 2011 – February 24, 2012	Grant applications are distributed. Public notice of available funds, grant guidelines, and application process.
January 17, 2012 – February 3, 2012	Grant Application Technical Assistance Workshops provided. (See next page)
February 24, 2012	Application Deadline, 3:00 pm (on-line application and hard copy delivery) Fulton County Housing & Human Services Department 137 Peachtree Street, SW Suite 100 Atlanta, 30303
February 28 – March 2, 2012	Review applications for eligibility.
March 5 – 23, 2012	Application review and recommendation process.
April 18, 2012	Grant recommendations presented to the Fulton County Board of Commissioners for approval.
May 2012	Pending final action by BOC, notification of approved funding will be sent to grant recipients.
May - June 2012	Agency Negotiated Scope of Duties process.
May - June 2012	Contract development and signature process.
June 2012	Agency's request for "first-half" contract payment.
July 2012	"First-half" payment disbursed.
July 2012 - December 2012	Grant programs site visits.
July 2012	2011-2012 Final-Fourth Quarterly Report Due.
September 2012	Annual Network of Providers Meeting. (Mandatory attendance for all grant-funded agencies)
October 2012	2012-2013 First Quarterly Report Due.
January 2013	2012-2013 Second Quarterly Report Due.
January 2013	Agency's request for "second-half" contract payment.
February 2013	"Second-half" payment disbursed.
April 2013	2012-2013 Third Quarterly Report Due.
July 2013	2012-2013 Final-Fourth Quarterly Report Due.

Technical Assistance Workshops for Human Services and F.R.E.S.H. Grants:

North Fulton	North Fulton
Tuesday, January 17, 2012 10:00 am – 12:00 noon North Fulton Service Center 7741 Roswell Road, Rm. 232 Sandy Springs, GA 30350	Thursday, January 26, 2012 2:00 pm – 4:00 pm North Fulton Service Center 7741 Roswell Road, Rm. 232 Sandy Springs, GA 30350
Central Fulton	Central Fulton
Wednesday, January 25, 2012 10:00 am-12:00 noon Fulton County Juvenile Justice Center 395 Pryor Street, SW, Rms. 1132 & 1133 Atlanta, GA 30312 <i>Note: Glass items, sharp items, weapons, cameras, and camera phones are not permitted in the Fulton County Juvenile Justice Center</i>	Tuesday, January 31, 2012 2:00 pm-4:00 pm Fulton County Juvenile Justice Center 395 Pryor Street, SW, Rms. 1132 & 1133 Atlanta, GA 30312 <i>Note: Glass items, sharp items, weapons, cameras, and camera phones are not permitted in the Fulton County Juvenile Justice Center</i>
South Fulton	South Fulton
Friday, January 20, 2012 10:00 am-12:00 noon South Fulton Service Center 5600 Stonewall Tell Road, Rm. 215 College Park, GA 30349	Monday, January 30, 2012 2:00 pm-4:00 pm South Fulton Service Center 5600 Stonewall Tell Road, Rm. 215 College Park, GA 30349

You must R.S.V.P. if you plan to attend one of the sessions.

You may RSVP by calling (404) 613-8998 or e-mail hsd.grants@fultoncountyga.gov

Applicants may contact the Housing and Human Services Department, Office of Grants and Community Partnerships for general assistance. No individual agency meetings to discuss proposals or programmatic issues are conducted during the grant application process. However, staff is available to address timeline or process questions. All correspondence and documentation relating to the Housing and Human Services Department Grant Programs and this process are to be submitted to the Housing and Human Services Department, ATTN: Office of Grants and Community Partnerships. For additional information, call 404-613-7944, or e-mail hsd.grants@fultoncountyga.gov

Grant Eligibility Requirements for Returning Agencies:

(Agencies currently receiving a Housing and Human Services Department Grant and have a current Fulton County Basic Standards Certificate)

All funded programs must serve Fulton County residents. ALL items from Sections A and B are required and must be included in order for the application to be processed. These items are applicable for the 2012-2013 Grant Cycle (July 1, 2012-June 30, 2013). Please verify that the application is complete by checking all categories and ensuring that all exhibits are enclosed. All exhibits must be submitted in the order listed below.

A.

1. ☐ **Original and three (3) copies** of all Application Sections: Cover Page, Profile, Questions, Projected Budget, Assurances, and Job Description (s) if applying for funding for Personnel
2. ☐ Completed Job Description(s) must be submitted if applying for funding for personnel (See additional resources section of the online application to print and manually complete job description page prior to submission)
3. ☐ For each site in which funds are being requested, agency must provide a Use Agreement (signed by both parties) to operate programs in facilities that are not managed by the applying agency. Terms of the agreement must be applicable for the 2012-2013 Grant Cycle (July 1, 2012-June 30, 2013)
4. ☐ Cover Page and Assurances Form must be signed
5. ☐ U.S. Homeland Security and Georgia Security and Immigration Compliance Act Documents:
 - The U.S. Homeland Security E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION** (signed MOU) – found using the following link:
<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>
 - Georgia Security and Immigration Contractor Affidavit**, and the
 - Georgia Security and Immigration Subcontractor Affidavit**
 - All three (3) documents are necessary to fulfill this requirement. Documents must contain the appropriate/applicable signatures from Homeland Security, your agency, and subcontractors.

B. Also, please submit one (1) copy of these exhibits.

6. ☐ Copy of current Fulton County Basic Standards Certificate.
7. ☐ Copy of a recent agency / program audit (within past two years) conducted by a Certified Public Accountant. Eligible audits must be for fiscal year review periods between January 1, 2010, and December 31, 2011 and must contain at least one full year (12 months) of financial records within the review periods. This must be a full, signed audit that includes an Independent Auditor's Report expressing an opinion regarding all pertinent material aspects of the agency's finances. (Independent is defined as a third party auditor submitting a report on the auditing agency's letterhead.)
8. ☐ An original Certificate or Declaration of Insurance, (listing the Fulton County Housing and Human Services Department as a Certificate Holder), for proof of insurance with a minimum of \$1 million (aggregate) coverage and a 'current' one (1) year term.
9. ☐ Proof of two (2) other current funding sources (i.e. letters of commitment, copies of award letters from other **non-Fulton County** funders, effective January 1, 2011 through December 31, 2012).
10. ☐ Organization must provide two (2) years of performance measure outcomes, working with targeted population. Performance measure outcomes must be for program years between January 1, 2006 – December 31, 2011.
11. ☐ Organizations applying for F.R.E.S.H. Grant or Human Services Grant funds in the category of Youth and Families, must submit documentation from Bright from the Start: Georgia

Department of Early Care and Learning, recognizing the agency / program as one of the following:

1. A licensed program with the Georgia Department of Early Care and Learning,
2. A program that is not subject to licensure by the Georgia Department of Early Care and Learning and, therefore, is exempt from licensure,
3. A program that does not fall within the jurisdiction of the Georgia Department of Early Care and Learning and, therefore, does not need a license or exemption.

For information regarding licensing and exemptions, please contact: Bright from the Start: Georgia Department of Early Care & Learning, 2 Martin Luther King Jr. Drive SE, 754 East Tower, Atlanta, Georgia 30334. Phone: 404-656-5957, Fax: 1-888-442-7735, <http://decal.ga.gov>

Grant Eligibility Requirements for New Agencies:

(Agencies not currently receiving a Housing and Human Services Department Grant)

All funded programs must serve Fulton County residents. ALL items from Sections A and B are required and must be included in order for the application to be processed. These items must be applicable for the 2012-2013 Grant Cycle (July 1, 2012-June 30, 2013). Please verify that the application is complete by checking all categories and ensuring that all exhibits are enclosed. All exhibits must be submitted in the order listed below.

A.

1. ☐ **Original and three (3) copies** of all Application Sections: Cover Page, Profile, Questions, Projected Budget, Assurances, and Job Description (s) if applying for funding for Personnel
2. ☐ Completed Job Description(s) must be submitted if applying for funding for personnel (See additional resources section of the online application to print and manually complete job description page prior to submission)
3. ☐ For each site in which funds are being requested, agency must provide a Use Agreement (signed by both parties) to operate programs in facilities that are not managed by the applying agency. Terms of the agreement must be applicable for the 2012-2013 Grant Cycle (July 1, 2012-June 30, 2013)
4. ☐ Cover Page and Assurances Form must be signed
5. ☐ U.S. Homeland Security and Georgia Security and Immigration Compliance Act Documents:
 - The U.S. Homeland Security E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION** (signed MOU) – found using the following link:
<https://e-verify.uscis.gov/enroll/StartPage.aspx?JS=YES>
 - Georgia Security and Immigration Contractor Affidavit**, and the
 - Georgia Security and Immigration Subcontractor Affidavit**
 - All three (3) documents are necessary to fulfill this requirement. Documents must contain the appropriate signatures from Homeland Security, your agency, and subcontractors, if applicable.

B. Also, please submit one (1) copy of these exhibits.

6. ☐ Letter from the Internal Revenue Service recognizing the agency as tax exempt and non-profit, under Section 501 (c) 3 of the Internal Revenue Code. Agency and 501 (c) 3 status must be in existence for at least one (1) year.
7. ☐ A copy of the agency's Certificate, Articles of Incorporation (including agency / program mission), and Amendments from the Secretary of State – Georgia.
8. ☐ Copy of a recent agency / program audit (within past two years) conducted by a Certified Public Accountant. Eligible audits must be for fiscal year review periods between January 1, 2010, and December 31, 2011 and must contain at least one full year (12 months) of

financial records within the review periods. This must be a full, signed audit that includes an Independent Auditor's Report expressing an opinion regarding all pertinent material aspects of the agency's finances. (Independent is defined as a third party auditor submitting a report on the auditing agency's letterhead.)

9. □ An original Certificate or Declaration of Insurance, (listing the Fulton County Housing and Human Services Department as a Certificate Holder), for proof of insurance with a minimum of \$1 million (aggregate) coverage and a 'current' one (1) year term.
10. □ A copy of the most recent Board Meeting Minutes (within the last 12 months) and a list of all active Board Members, indicating who is the registered agent to sign contracts.
12. □ Proof of two (2) other current funding sources (i.e. letters of commitment, copies of award letters from other **non-Fulton County** funders, effective January 1, 2011 through December 31, 2012).
11. □ All mandated Federal, State, and local permits, licenses and certifications applicable to operations.
12. □ Agency / Program organizational chart indicating all major components of agency / program and resumes of staff responsible for agency / program operations.
13. □ Copy of Program Evaluation Forms and Tools.
14. □ Organization must provide two (2) years of performance measure outcomes, working with targeted population. Performance measure outcomes must be for program years between January 1, 2006 – December 31, 2011.
15. □ Organizations applying for F.R.E.S.H. Grant or Human Services Grant funds in the category of Youth and Families, documentation from Bright from the Start: Georgia Department of Early Care and Learning, recognizing the agency / program as one of the following:
 1. A licensed program with the Georgia Department of Early Care and Learning,
 2. A program that is not subject to licensure by the Georgia Department of Early Care and Learning and, therefore, is exempt from licensure,
 3. A program that does not fall within the jurisdiction of the Georgia Department of Early Care and Learning and, therefore, does not need a license or exemption.

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Human Services Grant

OPERATIONAL SPECIFICATIONS:

- All programs must be accessible to all Fulton County residents regardless of ability to pay.
- Housing and Human Services Grant funds must be used to support Fulton County residents only.
- Agency must be able to report the Fulton County Commission District in which participants reside.
- The proposed project must take place in a facility that is accessible under ADA guidelines. For more information or technical assistance, call the Fulton County Office of Disability Affairs, (404) 612-8585.
- All contracts will operate between July 1, 2012 – June 30, 2013.
- All 2012-2013 Human Services Grant agencies who were awarded funding for the first time and don't possess a current/valid Fulton County Basic Standards Certificate, must successfully complete the **Basic Standards for Non-Profit Organizations certification process** no later than December 31, 2012, to be in compliance with the 2012-2013 contract and to be considered for future grant funding. (See definitions page of this manual and additional Basic Standards information located on our website: www.fultonhumanservices.org)

Characteristics of Programs to be Funded:

- Results-Driven: program focuses on improving the conditions of well-being for children, adults and families with a tracking system in place to measure the program's impact on participants
- Evidence-based Practice: program has a significant level of quantitative and qualitative data showing positive outcomes
- Innovative: program addresses gaps in current systems, tests new approaches, or uses creative strategies to address unmet needs
- Collaborative: agency partners with one or more organizations to achieve mutual intended outcomes
- Systemic Approach: program engages in policy analysis and action that enables us to identify and influence the key root causes of issues negatively impacting Fulton County's residents

Ineligible Projects:

The following are ineligible for consideration:

- Construction projects, renovations, repairs, remodeling of existing buildings, or land acquisitions will not be funded (*This does not apply for the Senior Home Modification projects, or renovations/repairs*)
- Agencies whose activities are restricted to its membership
- College / University projects which are not open to the public and do not serve a significant (50%) non-student population
- Agencies that serve as funding sources to 501(c) 3 organizations
- Projects of a religious nature
- Scholarships to public / private educational institutions
- Deficit Reduction
- Capital expenditures (resources not completely consumed during the contract year i.e. computers, construction, vehicles, cell phones, etc.)
- Government agencies
- No more than two (2) Human Services Grant applications will be accepted for each agency
- Applications that do not meet the established funding protocol

Application Review and Funding Process:

The **Fulton County Human Services Grant** application review and funding process consists of five (5) components:

1. Eligibility Review
2. Fulton County Human Services Division-Level Review
3. Human Services Coordinating Committee Review
4. Funding Allocation Protocol
5. Fulton County Board of Commissioners

Eligibility Review is the initial screening phase of the Human Services Grant Application review process. Office of Grants and Community Partnerships staff are responsible for conducting the Eligibility Review. The criteria for meeting eligibility requirements are posted in this Human Services Grant Application Instruction Manual. The contents of each application packet are reviewed to assure that the required documentation is enclosed. If a submitted application is missing any of the required documentation, then the application **is not eligible for funding** and is not forwarded for further review. If an application does contain all of the required documentation, then it meets the eligibility criteria and is forwarded to the Division-Level Review.

The Division-Level Review is the second phase of the application review process. Fulton County Housing and Human Services Department Division Managers (or other Division representatives assigned by the Division Managers) are responsible for conducting the Division-Level Review. The purpose of the Division-Level Review phase is to incorporate input from staff familiar with Housing and Human Services Department programming and needs of the community. Each reviewer is assigned a packet of applications to review and score before attending a review meeting where specific concerns or comments can be expressed. The Division to which applications are assigned for review depends upon the *Funding Area* selected by applicants.

The Human Services Coordinating Committee also conducts a detailed grant application review. The Human Services Coordinating Committee (HSCC) is a group of Housing and Human Services “subject matter experts”. The purpose of the HSCC is to assure that applications are reviewed by multiple “subject matter experts” which help to minimize any potential bias from a single reviewer. The HSCC is comprised of six (6) review groups – one for each funding area. Similar to the Division-Level Review, applications are assigned to HSCC reviewers according to *Funding Area* selected by each applicant. Each HSCC reviewer is assigned a packet of applications to review and score on their own before attending a review meeting where specific concerns or comments can be expressed. A meeting is held for each *Funding Area*.

The Funding Allocation Protocol is an administrative task performed at the fourth stage of review. Each application receives a total score, which is the summed Division and HSCC – level reviewer scores. Requested funding amounts must be supported in the application materials and fall within the defined funding parameters. Requested amounts that are not supported by application materials will be subject to reductions. Applications that do not fall within the established funding parameters will be deemed ineligible. The funding allocation protocol will be used to help guide funding recommendations based on the grant budget, individual application requests and application scores.

The Fulton County Board of Commissioners (BOC) receives the proposed funding package for review and final action.

Grant Implementation Process:

Contract For Services

The Contract Year shall be July 1, 2012 – June 30, 2013. Contracts for services to be rendered under the Housing and Human Services Grant Programs shall be between the agency and Fulton County Government. Grant recipients will be informed of the Contract Signing Period. In order to initiate a Contract, all Contracts must be signed by those persons identified by the Agency’s Articles of Incorporation as eligible to enter into Contracts. In cases where agency representatives other than those designated by the articles will be signing contracts, a letter (on agency letterhead, signed by the Board Chair and dated) is required allowing that representative to sign the contract. **Failure to submit negotiated scope of duties and signed contracts in accordance with the established procedures will void grant awards. All unspent grant dollars must be returned to the Fulton County Housing and Human Services Department.**

Invoice Procedures

Invoices (for half of the total amount of the grant award) are to be submitted to the Fulton County Housing and Human Services Department two (2) times during the grant cycle: in July along with signed contracts at the beginning of the grant cycle and in January along with Second Quarter Reports six months later. Invoices must be original and contain an invoice number, be on agency letterhead indicating agency name, address, telephone number and signed by the Executive Director or Corporate Secretary. The payment process follows guidelines set by the Fulton County Finance Department. Payments may be expected approximately eight to ten weeks following submission of invoices. Payments will not be made to agencies not in compliance with contract requirements.

Record Retention

Each agency receiving a grant from Fulton County is required to keep records on how Fulton County grant funds were spent, a copy of the executed contract, and any additional information pertaining to the program for a minimum of three years.

Audits

Fulton County will call for an audit of **Human Services Grants** annually. Agencies that receive audits are selected by the Fulton County Finance Department.

Reporting Requirements

Each Agency is required to submit Quarterly Performance Reports via e-mail in the required report format. Report due dates are specified in the contract. Each agency will receive guidelines for reporting. Failure to adhere to the program report requirement will delay additional payments on a contract and is reason to reject an application for continuation of funds.

Program Monitoring

Staff from the Housing and Human Services Department will conduct agency / program grant compliance and Basic Standards site visits to monitor operations, programming and services.

Failure to adhere to prescribed procedures, to perform contractual services or to submit reporting or audit requirements may result in discontinuation of grant, including payment(s).

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Application

COVER PAGE

Fulton County

Human Services Grant

137 Peachtree Street, SW Suite 100

Atlanta, Georgia 30303

(404) 613-7944

Agency Name: _____

Agency Street Address (to be listed in the Annual Housing and Human Services Department's Grants Directory): _____

Agency Suite: _____ Agency City: _____

Agency State: _____

Agency Zip: _____

Agency Mailing Address (if different from above) **NOTE: ALL GRANT – RELATED CORRESPONDENCE WILL BE MAILED TO THIS ADDRESS, INCLUDING PAYMENTS**

Agency Mailing Address Suite: _____

Agency Mailing Address City: _____

Agency Mailing Address State: _____

Agency Mailing Address Zip: _____

Agency Main Number: (____) _____

Agency Fax: (____) _____

Agency Website: _____

Board Chair Salutation: ____

Board Chair First Name: _____

Board Chair Last Name: _____

Board Chair Telephone # / Extension: (____) _____

2nd Authorizing Official Salutation: ____

2nd Authorizing Official First Name: _____

2nd Authorizing Official Last Name: _____

2nd Authorizing Official Telephone # / Extension: (____) _____

Grant / Program Contact Salutation: _____

Grant / Program Contact First Name: _____

Grant / Program Contact Last Name: _____

Grant / Program Contact Telephone # / Extension: (____) _____

Email Address: _____

Alternate Email Address: _____

We, the undersigned, certify to the best of our knowledge and belief, that data in this application is true and accurate. This document has been duly authorized by the governing body of the applicant agency and the agency / program will comply with the necessary certifications and assurances if a grant is approved.

Date: _____

Signature: Board Chair

Date: _____

Signature: Executive Director or Corporate Secretary

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The official process for completing a Housing and Human Services Department Grant Application is through the use of an on-line application. This application instruction manual is to be used ***only as a reference guide*** when completing the on-line application.

Application Questions:

General Agency Information

1. What is the official and legal name of your agency (as stated on Agency's Seal or Charter)?
2. Agency Status
 - a. Agency is applying as a fiscal agent and plans to subcontract with another agency to deliver some or all of the proposed services. Yes ☐ No ☐
 - b. Name of subcontracted agency and approximate percentage of services to be delivered:

Subcontractor Agency Name

% of Service Delivery

3. What is the year of your agency's 501(c) 3 incorporation?
4. Describe the purpose of your agency in 75 words or less.
5. Describe the services that your agency provides.
6. List the address and Fulton County Commission District of the agency's main location.
7. How many total clients does your agency serve annually?
8. How many Fulton County clients does your agency serve annually?
9. **Agency Demographics**

Complete the following demographics chart for your agency.

Category	American Indian or Alaska Native	Black or African American	Asian	Hispanic of Latino	White	Multi-Racial	Other
Male/female							
Management Officials							
Staff							
Supervisors							
Office Administrators							
Board of Directors							
Other							
Total							

10. Please indicate your agency's ONE major source of funding.

- A County
- B City
- C Federal
- D State
- E United Way
- F Private
- G Foundation
- H Corporate
- I Fundraiser
- J Religious Organization
- K In-Kind Donations
- L Fees
- M Other

11. Agency Operating Budget

- a. **What is the current total annual operating budget amount for the entire agency (12 month fiscal period, i.e., January 2011 through December 2011, July 2011 through June 2012, etc.)?**
- b. **Please list the total award amounts and corresponding source of funding your agency received or will receive in 2011-2012 for each type of funding listed below. (12 month fiscal period, i.e., January 2011 through December 2011, July 2011 through June 2012, etc.)? Be sure to identify each funding source.**

Sources	Prior Funding (Fiscal Year 2011)	Current Funding (Fiscal Year 2012)
Fulton County Human Services Grant		
Fulton County F.R.E.S.H. Grant		
Fulton County Arts Council		
Fulton County CDBG		
City		
State		
Federal		
Foundation		
Corporate		
Fees		
Religious		
Fundraisers/donations		
In-Kind		
United Way		
Other		

- c. **Please outline any funding reductions or losses your agency has sustained within the past year (2011) and provide a brief impact statement.**

Funding Source	Reduction Amount	Impact

- d. **What measures has your agency taken or plans to take to recoup these losses?**
Measures to Recoup Loss

Human Services Grant Program Information

12. Program Information

a. What is the name of the program for which your organization is seeking funds?

b. Please list the service delivery site(s) / address (es) for which you are seeking funds?

Note: Agencies must provide a Use Agreement (signed by both parties) to operate programs in facilities that are not managed by the applying agency. Each program site must be Basic Standards certified no later than December 31, 2012. Additional Basic Standards information is located on page 3 in the definitions section of this manual and on our website:

www.fultonhumanservices.org.

Program Location (complete physical address)	Fulton County District of Facility	Districts Served by each Facility
	3 4 5 6 7	3 4 5 6 7
	3 4 5 6 7	3 4 5 6 7
	3 4 5 6 7	3 4 5 6 7
	3 4 5 6 7	3 4 5 6 7
	3 4 5 6 7	3 4 5 6 7
	3 4 5 6 7	3 4 5 6 7

13. For the program in which you are seeking funds, please indicate the estimated numbers of unduplicated clients to be served for every demographic listed below.

Target Population	District 3	District 4	District 5	District 6	District 7
Male					
Female					
Under 5 years old					
5-9 years old					
10-14 years old					
15-19 years old					
20-21 years old					
22-54 years olds					
55+ years old					
American Indian or Alaska Native					
Black or African American					
Asian					
Hispanic or Latino					
White					
Multi-racial					
Other					

FUNDING STRATEGIES:

The mission of the Housing and Human Services Department Grant programs is to support and utilize a network of community based service delivery systems that provide comprehensive, inclusive, diverse, and citizen focused programs that meet emerging community needs. To compliment the effectiveness of this approach, the Housing and Human Services Department recognizes the existence of Social Determinants of Health (SDH). SDH are the economic and social conditions under which people live that determine their health. SDH most often contribute to and intensify the needs of Fulton County residents. In fact, SDH are the root causes driving the requests for human services. As such, the Housing and Human Services Department has committed to finding opportunities to optimize service delivery that influences the collective and personal well-being of Fulton County residents. SDH will be the basis of service delivery for the Housing and Human Services Department.

Beginning in 2008, the Board of Commissioners established Focus Areas as part of their planning framework to categorize the County's major efforts, services and programs. The Focus Areas largely represent the direct services provided by the County. In 2011, vision statements were added to express the intent of each Board of Commissioners Focus Area. For grant year 2012-2013, Housing and Human Services Department grant funded programs / services must correspond with the Health and Human Services Focus Area and a minimum of one Goal and one Objective within the Health and Human Services Focus Area. In addition, for grant year 2012-2013, Housing and Human Services Department grant funded programs / services must influence at least one of the funding objectives of the *Housing and Human Services Grant program* funding areas.

Funding objectives of the *Housing and Human Services Grant program* have been identified through the utilization of formal and informal stakeholder input and ongoing research activities. In addition, a results-based accountability model is used to better understand applicants' program design, approach to service delivery, outcomes for target populations and to evaluate and report on the Grant Programs' impact on Fulton County's children, adults and families.

Fulton County Board of Commissioners Health and Human Services Focus Area

14. Please choose the Goal(s) and Objective(s) from the Fulton County Board of Commissioners Health and Human Services Focus Area that align(s) closest with your program's services and activities:

Health and Human Services Focus Area

Vision: Proactive and Collaborative Services that Promote Health and Human Development

Goal 1

- **Develop a network of integrated and effective health and human services that improve health outcomes and promote health equity.**

Objectives:

- Provide evidence-based programs and services emphasizing prevention and early intervention in partnership with community providers.
- Build partnerships with local education systems to support the health and development of children and youth.
- Enhance and expand lifelong learning opportunities that positively impact residents' quality of life.
- Support aging in place and high quality of life for seniors.
- Ensure efficient and effective service provision by community partners.

Goal 2

- **Enact policies that promote health equity and environmental justice.**

Objectives:

- Increase availability of healthy food and beverage choices in County facilities and programs.
- Advance policies and programs that improve air quality and enhance human health.
- Incorporate sustainable elements into the design, construction and operation of County facilities and projects.

The **Human Services Grant** program bridges the gap in direct government services by supporting established community based nonprofit organizations throughout Fulton County that support the Department's mission. Applicants seeking **Human Services Grant** funds must demonstrate the capacity to provide programming, activities and services that utilize evidence-based and / or best practices to influence at least one of the following Human Services Funding Areas:

Human Services Funding Areas, Objectives and Priorities**15 Please choose the appropriate Human Services Grant Funding Area:**

Aging: Fulton County Seniors age 55 and older experience optimal health and are able to function independently for as long as possible.

- Support services to caregivers, adult daycare services and grandparents raising grandchildren.
- Satellite prevention programs that promote health and wellness for seniors.
- Transportation and Home Repair

Disability: Persons of all ages living with disabilities in Fulton County are able to experience an optimal quality of life and have access to equal opportunities as persons living without disabilities.

- Disability/Mobility; transportation, accessibility from transportation to the building entrance, lack of accessible parking spaces,
- Disability/Hearing-related issues
- Accessible housing opportunities

HIV/ AIDS: People of all ages in Fulton County engage in behaviors that prevent or minimize their risk of contracting or spreading HIV, and those already living with AIDS are assured safety, emotional support and necessary medical care.

- Employment
- Housing
- Specialty Medical Services

Homelessness & Housing: Every person in Fulton County is equipped with the resources and skills necessary to obtain and maintain their own permanent residence.

- Housing for homeless families (women and children)
- Affordable housing options
- Supportive services for homeless individuals and families

Employment: Every person living or working in Fulton County possesses the skills and knowledge necessary for employment that allows self-sufficiency.

- Education/Literacy/Academic Upgrade (GED, Pre-GED, and Continuing Education)
- Offender Re-entry Support Services
- Access to Skills Training (Computer: Basic & Low Tier Certification Courses – A+/NET+, Microsoft Office Specialist; Vocational Trades – Construction, Forklift, Certified Nurse Assistant, Patient Care Technician)

Youth & Families: Fulton County youth from birth to young adulthood experience healthy growth, positive development and are prepared to achieve their full potential.

- Services for families living in poverty
- Education as it relates to children below grade level and drop outs
- Teen parenting and poor health due to poor nutrition

15b. Please choose the priority issue(s) within your chosen Funding Area that your program services and activities will address:

Aging: Fulton County Seniors age 55 and older experience optimal health and are able to function independently for as long as possible.

- Support services to caregivers, adult daycare services and grandparents raising grandchildren.
- Satellite prevention programs that promote health and wellness for seniors.
- Transportation and Home Repair

Disability: Persons of all ages living with disabilities in Fulton County are able to experience an optimal quality of life and have access to equal opportunities as persons living without disabilities.

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Youth & Families: Fulton County youth from birth to young adulthood experience healthy growth, positive development and are prepared to achieve their full potential.

- Services for families living in poverty
- Education as it relates to children below grade level and dropouts
- Teen parenting and poor health due to poor nutrition

16. Please list your program services and activities that address the specific Priority Issues within your chosen Funding Area.

Impact Performance Measures

Grant recipients will be expected to measure and report how well program services and activities are meeting the funding objective within the chosen Funding Area. This is known as Impact Performance Measure and represents any changes in behavior, skills, knowledge, functioning, circumstance, or other aspects of change experienced by participants that can be attributed to your program.

17. Please select an Impact Performance Measure Indicator(s) that your agency will use to determine how well program services and activities are meeting the funding objective within your chosen Funding Area (you may select more than one). **Note:** If funded, agencies will be required to report on a quarterly basis, how their program achieves the Funding Objective within their chosen Funding Area, using the selected Impact Performance Measure Indicator(s).

Aging:

Performance Measures Indicators

- Number of seniors who report or demonstrate improved or maintained optimal health
- Number of seniors who report or demonstrate increased independence or maintained optimal levels of independence
- Number of seniors who report or demonstrate increased physical fitness
- Number of seniors who report or demonstrate increased civic engagement
- Number of seniors who report or demonstrate increased mobility due to senior transportation services
- Number of seniors who report the ability to stay in residence because of Home modification services

Disability:

Performance Measures Indicators

- Number of participants with disabilities or their families who report gaining protection against discrimination, unequal opportunities and social exclusion
- Number of participants with disabilities who report or demonstrate improved sense of independence or security
- Number of hospitalizations resulting from mental or physical health difficulties potentially prevented

HIV/ AIDS:

Performance Measures Indicators

- Number of persons who report increased knowledge around reducing the risk of acquiring or transmitting HIV
- Number of persons who report or demonstrate improved health-related outcomes or other “quality of life” measures

Homelessness & Housing:

Performance Measures Indicators

- Number of potential instances of homelessness prevented
- Number of persons experiencing homelessness whose basic survival and immediate safety needs are met
- Number of persons experiencing homelessness stabilized, exhibiting behavioral change and improved personal functioning leading to permanent transition out of homelessness

Employment:

Performance Measure Indicators

- Number of persons who report gaining or demonstrate knowledge and skills that increase chances for employment and promote self-sufficiency
- Number of participants placed in Employment

Youth & Families:

Performance Measures Indicators

- Number of youth who demonstrate academic achievement or related progress
- Number of participants who report or demonstrate increased self-efficacy, perceived control over one's own future; self-esteem and / or confidence in ability
- Number of children and youth that have experienced abuse, neglect or other forms of violence who receive safety, stabilization and emotional / behavioral interventions to prevent further harm
- Number of youth diverted from criminal behaviors
- Number of youth involved with or at risk for involvement with the Juvenile Justice System who demonstrate decreased or no delinquent behaviors

18. **Please list your program services and activities that support the Performance Measure Indicator(s) chosen.**
19. **Describe partnerships or collaborations in which your program is engaged or will engage and how those partnerships or collaborations work towards efforts to achieve the Funding Objective for the target population.**
20. **Please cite any research or evidence-based practices that support your program design.**
21. **Please describe past or present program outcome success rate (s). Be sure to indicate the number of total program participants and how they benefit from the program.**
For example: Out of 25 formerly homeless program participants, 80% remain housed six months after completing the Intensive Case Management Program.

Influence and Leverage Performance Measures

Grant recipients are also expected to measure and report performance in the areas of **Influence and Leverage**. Using the definitions below, please list your 2012-2013 Influence and Leverage performance measures "targets".

22. **Please list the influence performance measures you will report.**

Influence performance measures include any ideas adopted by other organizations, changes in the community environments, institutions, systems, programs, and policies that impact members of the target population as a result of your advocacy, use or promotion of evidence-based practices, policies or procedures.

Example: The program has been adopted by others like Main City government, Nice County government and Everywhere, U.S.A.

23. Please list the leverage performance measures you will report.

Leverage performance measures include any additional program funding that is attracted directly by being a recipient of the Fulton County's Human Services Grant. In addition to actual grant dollars, you may also consider in-kind donation and volunteer hours. Please note that leveraged support that includes in-kind donations and volunteer hours **MUST** be converted to dollars (e.g. 3 Fulton County Volunteers donated 3 hours each on Saturday for our tutoring program = \$81 @ \$9.00 per hour (the salary of our regular program tutors).

Total Dollar Value	Narrative

24. Provide the data tool(s) / source(s) you use to evaluate the success of your program. Describe the data collection, management and reporting practices that you currently use or will use to meet the reporting requirements of this grant.

For example: The Adult Day Program administers the DON-R screening at the point of program intake (pre-test), and then again after six months of program participation. Pre and re-test scores are compared to determine whether participants maintain, improve or decline in Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs). Maintenance / progress is documented in case notes, tracked and Individual Care Plans adjusted accordingly.

25. How many total (unduplicated) clients are served by your program annually (total should include all program sites)?

26. How many (unduplicated) Fulton County clients are served by your program annually (total should include all Fulton County programs)?

27. Please estimate your program cost per Fulton County client \$_____.

27b. Please provide the formula used to determine this estimate.

Program Operations

28. The program begins on (Please provide the exact date when this program is expected to begin)

28a. Provide program start and end times for each day of the week.

Days: M Tu W Th F Sat Sun

Hours:

29. Identify accessibility to local transportation or transportation services designed for the target populations.

30. Please explain and include all efforts of reasonable accommodations as defined by the Americans with Disabilities Act (ADA) for staff and clientele at the program site.

31. Please describe all capacity building activities, including, but not limited to, board development, staff development, fundraising events, etc.

32. What are your marketing plans for this program (i.e. public awareness, advertising, publications, etc.)?

Program Budget Information:

33. Projected Budget Expenses for entire program for which you are requesting funding (Grant period July 1, 2012 – June 30, 2013)

Expense	Cash Amount	In Kind
Personnel-Administrative		
Personnel-Direct Service Staff		
Personnel-Support Staff		
Direct Services Expenses (cash assistance, tokens, food, etc.)		
Outside Fees (subcontractors, etc.)		
Outside Fees/Service- Other		
Space Rental		
Travel		
Marketing		
Catalogues, Brochures, etc.		
Remaining Operating Expenses-Equipment		
Remaining Operating Expenses-Utilities		
Remaining Operating Expenses-Other		
Capital Expenditures		
TOTAL PROJECT EXPENSES	\$	\$

- 33b. Projected Budget Income for entire program for which you are requesting funding (Grant period July 1, 2012 – June 30, 2013)

Income	Cash Amount	In Kind
Revenue-Admissions		
Revenue-Contracted Services		
Revenue-Other		
Support-Corporate		
Support-Foundation		
Support-Other Private		
Support-Federal		
Support-Regional/State		
Support Local		
Applicant Cash		
TOTAL PROJECTED INCOME		
TOTAL GRANT REQUEST? = \$.		

Note: No more than 50% of the agency's operating budget may be requested and may not exceed a total request of \$100,000.00 per application.

Future Funding:

34. What are your plans for future funding of this program?
- 34b. What steps have you taken or will take to secure future funding?

Human Services Grant Specific Information

35. Describe in clear and specific detail how you plan to spend the requested funding amount. Out of the total amount requested, indicate the dollar figures your agency plans to designate in each of the following spending categories: 1. Direct Services, 2. Operational, 3. Administrative. *(See definitions page for explanation of categories. Include in your description the specific input and activities to be funded by the grant award amount. Note: If awarded a Human Services Grant, this information will be used to develop the agency's "Scope of Contractor's Duties".*
36. How many unduplicated clients will be served with this grant?

Negotiated Scopes

37. Can the proposed Scope of Contractor's Duties outlined in question 35 be amended if only partial funding is recommended? (Yes or No)
- 37b. If so, what specific modifications would need to occur if only partial funding was awarded? *(calculate based upon % of request. Example: with 75% of requested award organization will provide... with 50% of requested award organization will provide...). Additionally, include information on what the organization considers the minimum award acceptable to provide this service at any level.*

Acknowledgment:

If funded, all advertising, promotions and other publicity in connection with the supported program(s) must include the following acknowledgment:

"Funding provided in part by the Fulton County Board of Commissioners, under the guidance of the Housing and Human Services Department."

[This space left intentionally blank]

Assurances:

This provision will be extended to cover all subcontracts. The applicant assures and certifies with respect to the Grant that:

1. It possesses legal authority to apply for the grant and that a resolution motion or similar action has been adopted or passed as an official act of the applicant's governing body authorizing the completion of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information as may be required.
2. No person shall on the basis of race, color, sexual orientation, religion, gender, age, national origin or disability be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity for which the applicant receives Fulton County Government financial assistance.
3. The following statement will be included by the applicant when implementing a program / activity that is funded by Fulton County Government: "No person shall, on the basis of race, color, sexual orientation, religion, gender, age, national origin or disability, be excluded from employment under a contract funded in whole or part by Fulton County Government."
4. It will prohibit employment discrimination where: (1) the primary purpose of a grant is to provide employment or (2) discriminatory employment practices will result in disparate treatment of persons who are or should be benefiting from the grant-aided program / activity.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is, or gives the appearance of being, motivated by desire of private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give Fulton County Government, the Fulton County Housing and Human Services Department, or other grantor agency through authorized representatives the access and right to examine all records, books, papers, or other documents related to the grant.
7. It will immediately inform the Housing and Human Services Department, Office of Grants and Community Partnerships staff or designee, of any major changes in the agency (i.e. change in contact information, program locations, etc.)
8. It is the policy of Fulton County Government that minority and female business enterprises shall have maximum opportunity to participate in Fulton County Government projects. Consequently, Fulton County Government's Minority/ Female Business Enterprise Program has established a goal that at least thirty-three percent (33%) of the dollar value of all publicly awarded contracts shall be with businesses owned and controlled by members of established minority/female groups. This shall in no way be considered or operate as a fixed quota. In this regard, the agency to which any award of this solicitation is made shall take all necessary and reasonable steps in accordance with this solicitation to ensure that minority / female business enterprises have the maximum opportunity to participate in the resulting contract. The agency shall not discriminate on the basis of race, color, sexual orientation, religion, gender, age, national origin or disability in the award of performance of any subcontracts or purchase orders resulting from or relating to this solicitation. Moreover, the agency prior to the owner's award of any contract related to this solicitation shall take affirmative action and otherwise make good faith efforts as described in this section to subcontract with and select contractors, vendors, and suppliers from minority / female business enterprises.
9. The State of Georgia prohibits the use of public funds in any way that advances either directly or

indirectly the purposes of any sectarian institution. Agency assures under penalty of law that the receipt of public funds from Fulton County Government is not in furtherance of any sectarian institution. We, the undersigned, certify that to the best of our knowledge and belief, data contained in this application is accurate and true. This application document has been duly authorized by the governing body of the applicant agency and the agency / program will comply with the necessary requirements, certifications and assurances if a grant is awarded by Fulton County Government.

Chair, Board of Directors: _____

Date: _____

Executive Director or Corporate Secretary: _____

Date: _____

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Job Description Page

Complete this form **if you are requesting funds for personnel**. Job titles are to be consistent with positions indicated in the program budget presented in question 29. **(NOTE: APPLICANTS MUST PRINT THIS PAGE FROM THE WEB APPLICATION AND COMPLETE MANUALLY IN ORDER TO SUBMIT.)**

Complete a separate form for each staff position for which you request Housing and Human Services Department Grant funds.

JOB TITLE: _____

NUMBER OF POSITIONS: _____

SPECIFIC DUTIES:

MINIMUM EDUCATION / EXPERIENCE:

SCHEDULE OF PROGRAM ACTIVITY:

Start-Up Date: _____

End Date: _____

Days / hours per week: _____

Number of weeks: _____

Position is currently filled by: _____

Position is not currently filled. If requested personnel funds are approved, hiring will be completed no later than _____.

Application Submission Procedures

Instructions:

Deadline for receipt of ALL 2012-2013 Grant Applications is:

Friday, February 24, 2012
By 3:00 pm

In addition to submitting the on-line application, a complete application must be printed and mailed or delivered to:

Fulton County Housing and Human Services Department
Office of Grants and Community Partnerships
137 Peachtree Street, SW, Suite 100,
Atlanta, GA 30303

Format: IMPORTANT

- ✓ Applications MUST be received by the Office of Grants and Community Partnerships by Friday, February 24, 2012, 3:00 pm to be considered for a 2012-2013 Human Services Grant.
- ✓ All applications MUST be completed using the on-line application by Friday, February 24, 2012, 3:00 p.m.
- ✓ Information submitted on the on-line application MUST match information reflected on the printed application generated from the web version.
- ✓ Applications received after the specified date and time WILL NOT be accepted.
- ✓ Incomplete applications WILL NOT be processed
- ✓ Facsimile applications WILL NOT be accepted at any time
- ✓ Applications must submit one (1) original printed application with original signatures and required exhibits; and three (3) copies of the printed application only, (without exhibits).
- ✓ REQUIRED PRINTED APPLICATION AND COPIES MUST BE SUBMITTED BY THE DEADLINE. *OFFICE OF GRANTS AND COMMUNITY PARTNERSHIPS STAFF AND RESOURCES WILL NOT BE USED TO MAKE COPIES*
- ✓ Each original/copy must be bound or stapled and exhibits submitted in the required order. No three ringed binders please.
- ✓ Please refer to pages 7, 8 & 9 of this workbook for a detailed list of required attachments.

****IMPORTANT REQUIREMENT***

Agencies applying for funding under the Human Services Grant and the F.R.E.S.H. Grant program must provide proof of two (2) years of performance-based outcomes in the provision of the requested service for the targeted population as a condition of eligibility for consideration for Human Services or F.R.E.S.H. Grant funding. Performance measure outcomes must be for program years between January 1, 2006 – December 31, 2011.

In order to meet this eligibility requirement, applicants must provide the following item:

- Documentation that measurable results were achieved; or
- A listing of the measurable results which can be independently verified (by Housing and Human Services staff).

District Locator:

In selecting the correct district location of your program site, zip codes are used as a guide, but are not accurate in all cases due to the irregularities of district boundaries. The following resources are available to pinpoint your district location:

Go to wms.co.fulton.ga.us (Fulton County GIS Interactive Maps); Look on left side Menu – Under Interactive Maps; Click on General Site Map; Click on Agree to the Disclaimer; Click on Search by Drop down box; Enter address (example: 141 Pryor); Click search; Click on full address; Map appears (Address number appears in red box on Map);

Query on right side Menu; click on circle for Commission Districts; Query on left side Menu: click on icon; Click inside the red box with address number; Commissioner District and contact information will display at bottom of Map.

To Contact the Office of Grants and Community Partnerships

For more information on the Human Services Grant Program, please e-mail:

hsd.grants@fultoncountyga.gov

Or call:

404-613-7944

**Fulton County Housing and Human Services Department
Office of Grants and Community Partnerships
137 Peachtree Street, SW, Suite 100
Atlanta, GA 30303
(404) 613-7944
www.fultonhumanservices.org**